



## EARLY CHILDHOOD EDUCATION PROGRAM *DUTIES AND RESPONSIBILITIES OF PARENTS*

1. Please be punctual in delivering and picking up your child. A child may be picked up at any time during the class, but he/she may not be dropped off early. If a parent is late in picking up a child, a late fee of \$10.00 for every 15 minutes will be charged. Chronic lateness may result in dismissal of the child(ren) from the program.
2. One of the main purposes of the Early Childhood Education program is to foster independence in your child. For this reason, the only day on which a parent may remain for the entire class is on his/her helping day. All other parents are asked to leave within the first fifteen minutes of class. No exceptions please.
3. Be sure to sign your child in and out, and to leave a phone number where you can be reached.
4. If your child is sick, even with just a common cold, please do not bring him/her to class. If he/she will miss over a week of class due to illness or vacation, please notify the teacher.
5. If you sign up to be a parent volunteer, on your helping days, please arrive 15 minutes before class is to begin. Siblings and/or other children who are not registered in the class are not allowed to accompany you on these days.
6. If you are unable to assist on your assigned day, you must find another class parent who can substitute for you. Please contact only parents listed on the approved parent volunteer list. If you are unsuccessful, please notify the teacher.

“Creating and Enriching Community through People, Programs and Partnerships”

